Add/Drop Course Requests & Course Withdrawal Requests

On the Records Office tab, you can find either the **Add/Drop Courses** form or the **Course Withdrawal** form in the **Online Forms** section.

Add/Drop Courses

Add/Drop Courses is only active during Add/Drop week. Refer to MCAD's Academic Calendar for semester-specific dates. Add/Drop week ends at 5 p.m. on the final day.

Adding or dropping a course on the Add/Drop Courses form does not guarantee that you will be dropped from or added to the course. Any changes made to an existing student schedule require the approval of the department chair, Financial Aid, and Records.

If you drop more credits than you add using the Add/Drop Courses form, Financial Aid will review your request and will contact you.

Do not use the Add/Drop Courses form if you are planning to drop all of your courses. To drop all enrolled courses, contact Student Affairs at student_affairs@mcad.edu.

After you submit the Add/Drop Courses form, the following will happen:
- Department Chairs must approve all course additions.
- Financial Aid must approve reduced credit totals.
- Records will make the final approval and process the changes.
- If any department chair, Financial Aid, or Records does not approve your request, Records will not make any changes to your current registration and someone will contact you via email. To make a new request to add or drop a course, you must fill out the form again.

Course Withdrawal

Course Withdrawal will be active during the remainder of the term.

See the Academic Calendar online at: https://mcad.edu/about-mcad/academic-calendar for deadline date. No exceptions. Any changes made to an existing student schedule require the approval of your department chair. (Undeclared students: see Student Affairs.)

Course withdrawals incur a $30 fee, which will be charged to your student account and visible on MAXPay within a few business days.

After you submit the Course Withdrawal form, the following will happen:
- If you have declared a major, the department chair of your major must approve your request.
- If you are undeclared, Student Affairs must approve your request.
- Records will make the final approval and process the changes.
- If the department chair, Student Affairs, or Records does not approve your request, Records will not make any changes to your current registration and someone will contact you via email. To make a new request to withdraw from a course, you must fill out the form again.

Add/Drop Courses

If any of your information is incorrect on the form, contact Records@mcad.edu.

We have included a link to your current schedule for your convenience.

When you choose courses to drop or add on the form, the courses will populate in the **Course Change List**. Before you submit the form, make sure the **Course Change List** reflects the changes you want.

Credits Currently Registered, Dropped Credits, Added Credits, and new Credit Total will help you while you select courses to add and drop. Financial Aid will review your request if your drop more credits than you add using the form. They will reach out to you to explain the impact to your financial aid awards.

Dropping Courses
To drop any of your courses:
1. Select **Yes**.
2. Select the course you want to drop from the list.
3. Click to load course details button.
4. Drop the selected course button.

That course will pop into the **Course Change List**.

Repeat the steps until you have selected all the courses you want to drop. Click **Finished with courses to drop** when you are done.

<u>Adding Courses</u>
It will be easiest to use the Course Search tool on the Registration tab of my.MCAD.edu to find courses you want to add before you begin filling out the form. Look for courses with a schedule that does not overlap with other courses you are taking. Look at course prerequisite or corequisite requirements to find if you have met all requirements for the course.

To add new courses:
1. Select **Yes**.
   a. You will see a link; <u>click here to search for current courses</u>, which brings you to the usual Course Search tool used during regular course registration.
2. Select the course you want to add from the list.
3. Click to load course details button.
4. Add the selected course button.

Add Courses

<u>Click here to search for current courses</u>

Courses to add:

Click to load course details

Credits to add: **Instructor:**

Schedule:

Textbooks:

Materials:

**Estimated Cost of
Course Materials:**

Department: **Department
Chair:**

Add the selected course

Finished with courses to add

That course will pop into the **Course Change List**.

Repeat the steps until you have selected all the courses you want to add. Click **Finished with courses to add** when you are done.

Make sure everything on the form is correct, type your name to e-sign the form and click SUBMIT.

Course Withdrawal

If any of your information is incorrect on the form, contact Records@mcad.edu.
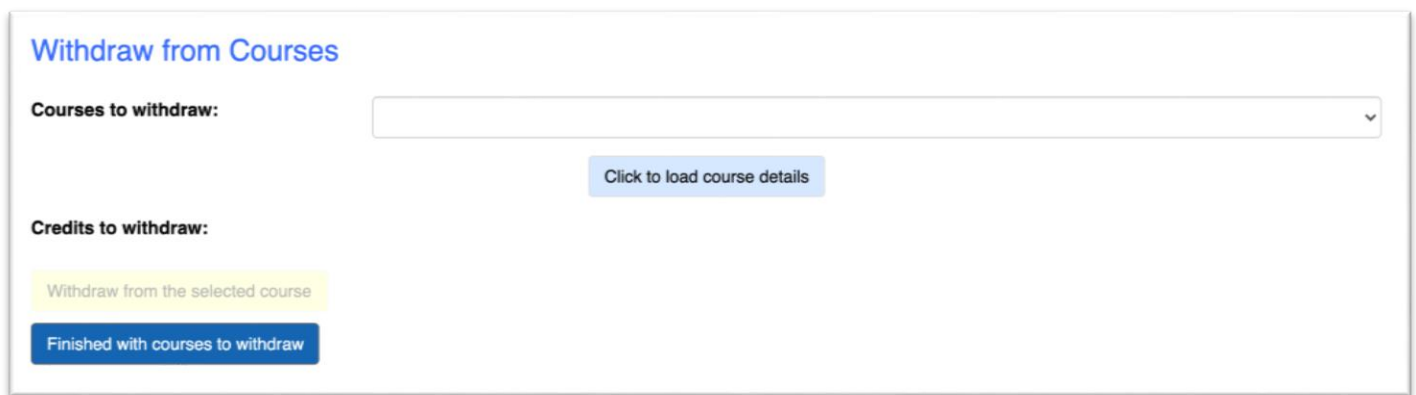
We have included a link to your current schedule for your convenience.

When you choose courses to drop or add on the form, the courses will populate in the **Course Withdrawal List**. Before you submit the form, make sure the **Course Withdrawal List** reflects the changes you want.

Withdrawing from Courses
To withdraw from any of your courses:
1. Select the course you want to drop from the list.
2. Click to load course details button.
3. Withdraw from the selected course button.

That course will pop into the **Course Withdrawal List**.

Repeat the steps until you have selected all the courses you want to withdraw. Click **Finished with courses to withdraw** when you are done.

Make sure everything on the form is correct, type your name to e-sign the form and click SUBMIT.